

FREQUENTLY ASKED QUESTIONS

How are trial period employees converted into the new performance appraisal program?

Trial period employees must complete their one year trial period. The employee will convert into the new performance appraisal program after they complete their trial period.

What is a Close-out Assessment?

A close-out assessment occurs anytime there is a change in the supervisor/employee relationship where the supervisor is no longer responsible for evaluating the employee's performance. The supervisor is responsible for preparing the close-out assessment and entering the assessment into the PAA tool. The losing supervisor does not provide a rating of record with the close-out assessment. At the end of the appraisal period, the gaining supervisor will prepare the final appraisal considering the close-out assessment and the employee's performance during the balance of the rating period.

In the new performance appraisal program, the losing supervisor is no longer able to recommend performance based incentive awards (QSI or Performance). They may recommend non-performance based incentive awards (Time-Off or Special Act or Service).

Examples of when a close-out assessment is to be completed are when a supervisor changes positions, retire or will be on an extended absence to include military deployments OR when an employee changes positions resulting in a new supervisor.

Reference TPR 430, Para 2-9(f).

Can an employee have two appraisals in an appraisal period?

No, 5 CFR 430 contemplates only one formal rating of record per appraisal period.

Do supervisors still conduct quarterly reviews with their employees?

Supervisors will provide on-going informal dialogue and feedback throughout the rating cycle. At least one interim performance review will be prepared and documented during the appraisal period.

Reference TPR 430, Para 2-9(e).

How do you handle multiple periods of military duty during the appraisal cycle?

The key is was the employee on an approved performance plan for at least 120 days?

Example 1: Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 31 May 11. The approved performance clock starts again on 1 Jun 11. The technician remains in technician status until 30 Sep 11 (120 days).

Answer: The supervisor prepares an annual appraisal.

Example 2: Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 30 Jun 11. The approved performance clock starts again on 1 Jul 11. The technician remains in technician status until 30 Sep 11 (less than 120 days).

Answer: Technicians must be observed for at least 120 calendar days under an approved performance plan prior to the end of an appraisal period. Postpone the rating of record until the technician has satisfied the minimum 120 day performance period.